



# Southwest Conference of MAYORS

## Immediate Opening for Transportation Program Coordinator

The Southwest Conference of Mayors (SCM) is a body of duly elected officials representing twenty-one communities in southwest suburban Cook County with a population in excess of 350,000.

The SCM is seeking applications for the position of Transportation Program Coordinator. This is a full-time position. The successful candidate will be responsible for managing the SCM Surface Transportation Program (STP) which includes supervising the preparation and processing of the SCM Members applications for STP funding; monitor funded STP projects as they proceed through the federal process for project implementation; maintain detailed records on project status; and assist municipal project sponsors in keeping projects on schedule. Maintain regular contact with municipal project sponsors, consulting engineers, CMAP and IDOT throughout this process.

Educate SCM municipalities on the STP funding process, solicit applications for new STP projects when appropriate and assist with the project selection process.

Serve as a Liaison to the SCM for the various transportation related agencies such as the Illinois Department of Transportation (IDOT); Chicago Metropolitan Agency for Planning (CMAP); Cook County Highway Department (CCHD); Metropolitan Mayors Caucus (MMC); Metropolitan Planning Council (MPC); Metra; Regional Transportation Authority (RTA); Illinois State Toll Highway Authority (ISTHA); Chicago Transit Authority (CTA); etc.

Participate with CMAP in the Comprehensive Plan Process, including the development and continued monitoring of the Transportation Improvement Program (TIP).

Work directly with the SCM elected officials and municipal staff to determine and implement the SCM transportation and planning directives.

Serve as staff to the SCM Transportation Committee by preparing meeting agendas, minutes and packets and administering any action items as directed by the Committee.

Serve as staff to the SCM's Public Works Committee administering all activities of the Committee including preparing meeting agendas and meeting packets; schedule and manage public works training; and attend IML Public Works Committee meetings.

Develop and maintain professional relationships with key agencies and individuals to further the SCM priorities. Attend meetings and maintain contact with transportation and government agencies as needed to ensure progress of SCM projects.

Maintain adequate interaction with SCM municipalities to understand local transportation priorities and concerns. Represent these viewpoints in regional, and when appropriate, multi-state and national forums.

Village of Alsip  
Village of Bedford Park  
City of Blue Island  
Village of Bridgeview  
City of Burbank  
Village of Chicago Ridge  
Village of Crestwood  
Village of Evergreen Park  
City of Hickory Hills  
City of Hometown  
Village of Justice  
Village of Lemont  
Village of Merrionette Park  
Village of Oak Lawn  
Village of Orland Hills  
Village of Orland Park  
City of Palos Heights  
City of Palos Hills  
Village of Palos Park  
Village of Willow Springs  
Village of Worth

**Gerald R. Bennett**

**President**

*Mayor, City of Palos Hills*

**Eugene L. Siegel**

**Vice President**

*President, Village of Chicago Ridge*

**James J. Sexton**

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**Robert S. Straz**

**Treasurer**

*Mayor, City of Palos Heights*

**Victoria A. Smith**

**Executive Director**

14700 S. Ravinia Avenue, Orland Park, IL 60462

Phone: 708.403.6132 • Fax: 708.403.6113



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Perform additional administrative functions as enumerated in the CMAP Planning Liaison grant contract.

## Training and Experience

Bachelor's degree in urban planning, public administration or a related field from an accredited college or university is required. Related working experience in a similar position is preferred.

## Skills and Qualifications

- Working knowledge of principles and practices of transportation planning, public administration, project management and public involvement.
- Familiarity with various transportation agencies and their functions.
- Strong written and verbal communication skills.
- Ability to work independently and as a team member.
- Ability to follow oral and written instructions and work independently.
- Basic knowledge of federal and state transportation, environment and economic development programs and agencies.
- Ability to work with Microsoft Office software including Word, Excel and Publisher.

## Contact Information

Interested candidates should send a cover letter, references and resume to:

Southwest Conference of Mayors

Vicky Matyas-Smith, Executive Director

14700 South Ravinia Avenue

Orland Park, Illinois 60462

This is an entry-level full-time position with a compensation range from \$40,000 - \$50,000.

Desire to fill position immediately and will remain open until a position is filled with a successful candidate.

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